



**ACADEMIC CELL, PITHAPUR RAJAH'S GOVERNMENT COLLEGE [A]::  
KAKINADA**

**Present: Dr. B.V. Tirupanyam, Ph.D.  
Principal**

**Cir.memo-02/Acad.Cell/PRGC(A)/2022-23.**

**Dt. 14 November 2022.**

**ENGAGEMENT OF GUEST FACULTY  
INSTRUCTIONS ISSUED**

Subsequent to the earlier orders of the Principal, vide Memo No.2B/A.C/Guest faculty policy/2022-23, dated: 02 November 2022, all the Departments are requested to follow this policy document and the Annexures attached therewith. However, there are certain amendments in Annexure-III which are to be followed as per the table given below. Hence, the seven-member selection committee shall follow these instructions invariably while engaging any guest faculty in the Departments.

**Seven-member committee include:**

1. Principal – Chairman
2. Vice Principal – Convenor
3. Respective Department In-charge – Member-Secretary
4. A subject expert - a regular faculty with a service of 10 years drawn from other Government College as member
5. A senior faculty member of the college as chosen by the Chairman as member
6. Student-1: Topper from Second year
7. Student-2: Topper from final year classes

**Annexure I: Table for calculation of semester wise work load for engaging services of faculty:**

| Department      | Semester (s) in running | Commencement of Class work | Workload | No. of Regular faculty existing including contract faculty | Names of faculty | Category (Incharge, other regular / contract) | No. of hours allocated | Balance of hours after allocation among three categories | No. of Guest faculty required | Remarks |
|-----------------|-------------------------|----------------------------|----------|------------------------------------------------------------|------------------|-----------------------------------------------|------------------------|----------------------------------------------------------|-------------------------------|---------|
| Physics (Model) | I                       | 1.11.2022                  | 98       | 4                                                          | 1                | Incharge                                      | 18                     | 20                                                       | 1                             |         |
|                 |                         |                            |          |                                                            | 2                | Research Guide                                | 18                     |                                                          |                               |         |
|                 |                         |                            |          |                                                            | 3                | Regular                                       | 20                     |                                                          |                               |         |
|                 |                         |                            |          |                                                            | 4                | Contract                                      | 22                     |                                                          |                               |         |
|                 |                         |                            |          |                                                            |                  |                                               | 78                     |                                                          |                               |         |
|                 | III                     | 20.11.2022                 | 154      | 4                                                          |                  |                                               | 78                     | 76                                                       | 4                             |         |
|                 | V                       | 20.1.2023                  | 224      | 4+4 = 8                                                    | -                | -                                             | 154                    | 70                                                       | 3                             |         |
| Total           |                         |                            |          |                                                            |                  |                                               |                        |                                                          | 8                             |         |

• **Abstract (Model)**

| Semester | Date of commencement of class work | No. of additional hours | No. of Guest faculty required |
|----------|------------------------------------|-------------------------|-------------------------------|
| I        | 01.11.2022                         | 20                      | 1                             |
| III      | 20.11.2022                         | 76                      | 4                             |
| V        | 20.01.2023                         | 70                      | 3                             |
|          | Total guest faculty required       |                         | 8                             |

**Annexure – II: Feedback cum satisfaction of students for selection of Guest Faculty  
(Total to be made equivalent to 60%)**

| S. No | Name of the Student | Class | Total                  | Marks allocated           |                                                                             |                                                                |                                        | Total         |
|-------|---------------------|-------|------------------------|---------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------|---------------|
|       |                     |       | Content / subject (25) | Communication skills (25) | Making students understand subject in English/ English speaking skills (25) | Ability to explain topic through examples or case studies (25) | Overall satisfaction of students (100) | Score for 60% |
|       |                     |       |                        |                           |                                                                             |                                                                |                                        |               |
|       |                     |       |                        |                           |                                                                             |                                                                |                                        |               |

**Annexure –III: (Evaluation sheet for Committee for engaging Guest Faculty)**

**Department:**

| S. No | Name of the Applicant | Qualifications (10) |            |                  |              | Service (02/ year, max. of 5 years @PRGC only) (10) | Performance evaluation parameters and score allocated (80) |                           |                    |                              |                 |                                                                    |                                                  | Total (100) |
|-------|-----------------------|---------------------|------------|------------------|--------------|-----------------------------------------------------|------------------------------------------------------------|---------------------------|--------------------|------------------------------|-----------------|--------------------------------------------------------------------|--------------------------------------------------|-------------|
|       |                       | NET/ SET (03)       | Ph.D. (03) | Distinction (02) | I Class (02) |                                                     | Content / Authority on the subject (20)                    | Communication skills (10) | Body language (10) | English speaking skills (10) | ICT skills (10) | Cognitive skills and ability to cite examples or case studies (10) | Problem solving skills & Interactiv eskills (10) |             |
|       |                       |                     |            |                  |              |                                                     |                                                            |                           |                    |                              |                 |                                                                    |                                                  |             |
|       |                       |                     |            |                  |              |                                                     |                                                            |                           |                    |                              |                 |                                                                    |                                                  |             |

Note: The score obtained in Annexure II shall be reduced to 40% equivalent.

- **Recommendations of Head of the Department:**

**Annexure – IV**  
**(Consolidated selection List)**

| S.No | Department | Name of the Applicant | Average Marks awarded by committee | Average marks awarded by students | Average marks ( 100 ) | Position or rank securing among applicants | Selected for CFMS/ Non-CFMS |
|------|------------|-----------------------|------------------------------------|-----------------------------------|-----------------------|--------------------------------------------|-----------------------------|
|      |            |                       |                                    |                                   |                       |                                            |                             |
|      |            |                       |                                    |                                   |                       |                                            |                             |
|      |            |                       |                                    |                                   |                       |                                            |                             |
|      |            |                       |                                    |                                   |                       |                                            |                             |
|      |            |                       |                                    |                                   |                       |                                            |                             |

| S.No. | Name of the committee member | Signature |
|-------|------------------------------|-----------|
|       |                              |           |
|       |                              |           |
|       |                              |           |
|       |                              |           |
|       |                              |           |
|       |                              |           |

Sd/-

**Dr. B.V. TIRUPANYAM**  
**PRINCIPAL**

**//t.c.f.b.o//**

**Academic Coordinator**

**Copy to**

All the Heads of the Departments & Office A.O.  
The Individuals of the committee  
Academic & IQA Cells  
Principal's table  
Spare-1